

**Internal Policies and Procedures
of the
Utah State Board of Education**

Policy #:	02-04
Subject:	Government Records Access and Management Act (GRAMA)
Date:	May 10, 2022
Policy Owner:	Director of Law and Professional Practices
Policy Officer:	Deputy Superintendent for Policy
References:	Utah Code Annotated Title 63G, Chapter 2, Government Records Access and Management Act

- I. **PURPOSE:** To ensure the public has access to information concerning the Board’s public business while maintaining the right of privacy in relation to personal data gathered by the Board.
- II. **POLICY:** All information and records created by the Board and its sections are available to the public and news media representatives, except as restricted by Utah’s Government Records Access Management Act (GRAMA) or other statute.
- III. **PROCEDURES:**
 1. The USBE has designated the Director of Law and Professional Practices as the Records Officer to receive and manage all GRAMA requests.
 2. All requests for information subject to restriction by statute or GRAMA classification shall be referred to the USBE GRAMA Records Officer.
 - a. The GRAMA Records Officer shall process requests in accordance with Utah Code Annotated Title 63G Chapter 2.
- IV. **HISTORY:** The effective date of this policy was October 6, 2010 (Procedures were in previous Public Information policy), with a revision January 19, 2018. On May 10, 2022, this policy was formatted to comply with USBE Internal Policy 00-01.